

2020 Census 33. Decennial Logistics Management Operation (DLM)

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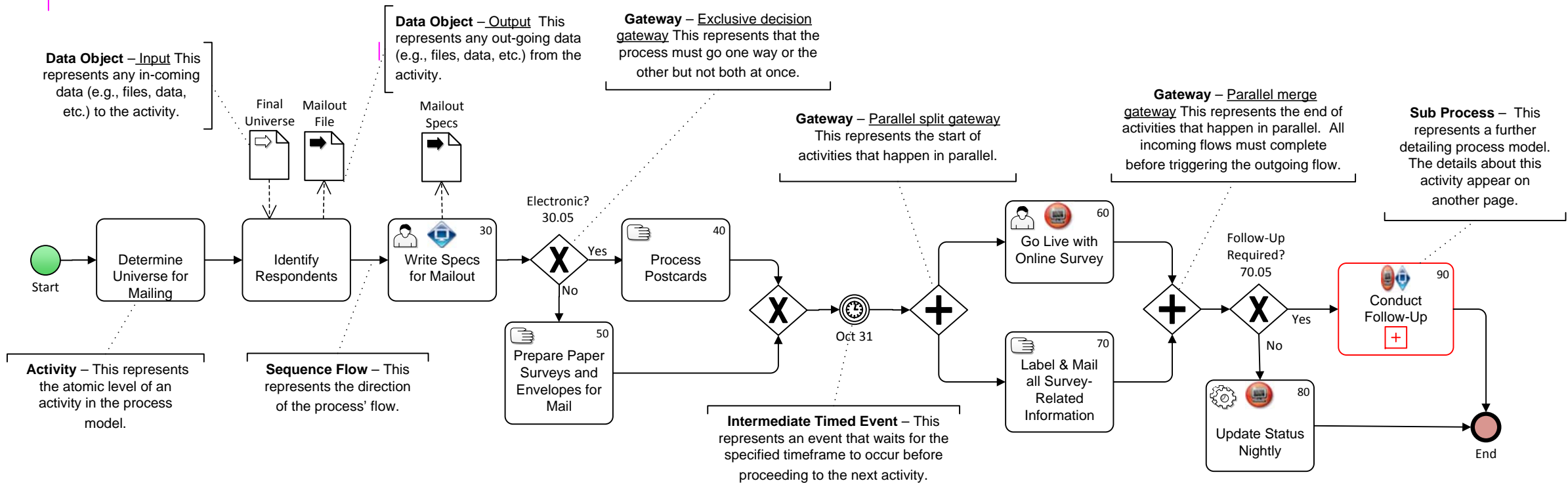
Major Revision Change History				
Date	Description	Author	Version #	Page #'s
01/05/2017	Initial Draft	Ahsan Chowdhury	0.1	All
03/10/2017	CR# 186 Draft	Ahsan Chowdhury	0.2	All
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05/15/2017	CR# 334 Submit	Ahsan Chowdhury	0.4	14,15
09/25/2017	Draft for review	Ahsan Chowdhury	0.5	12,13

# Reading and Understanding the Model

## Example Activity Model

### BPM Purpose

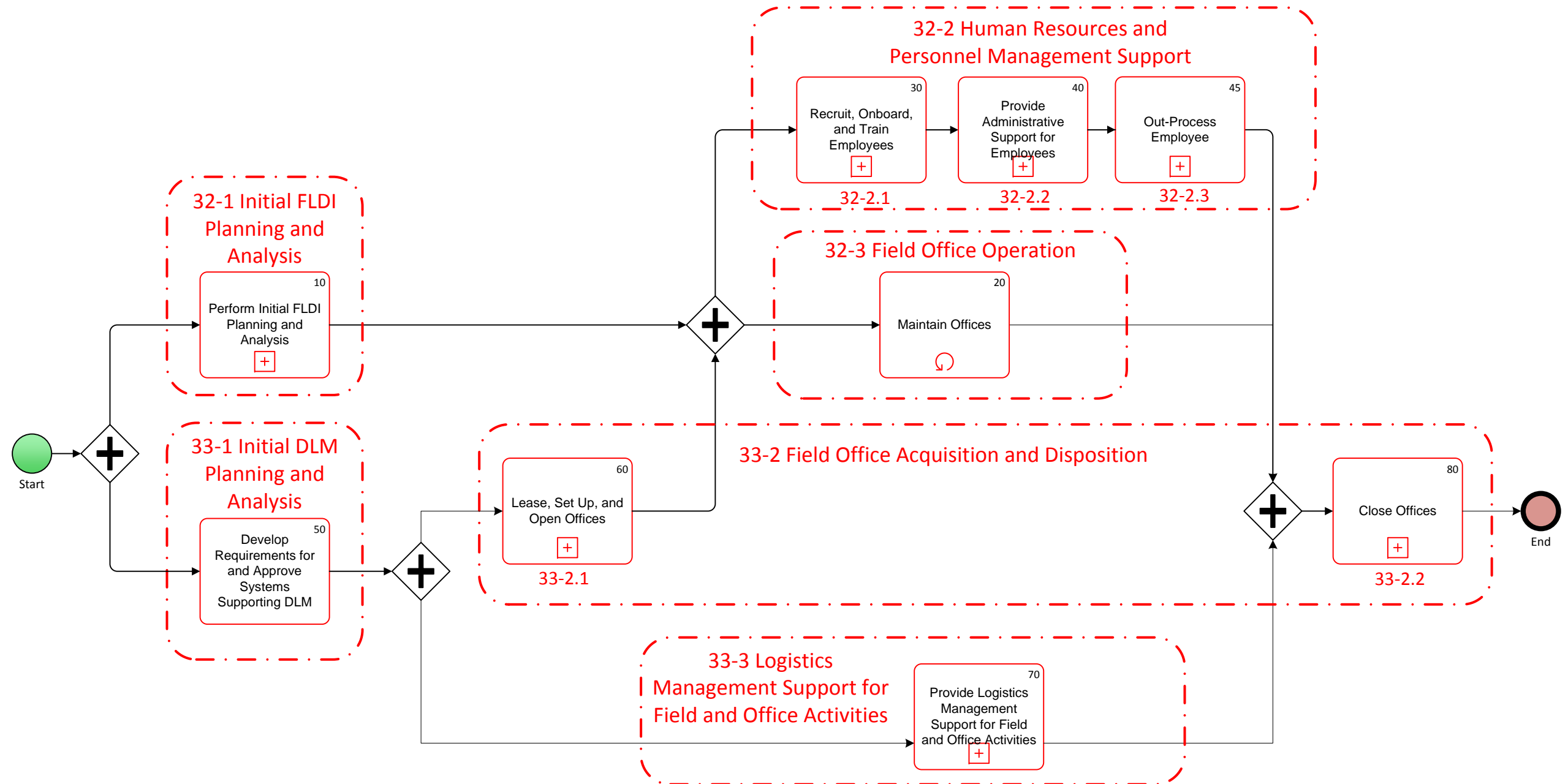
- Describe Census Operations business processes – activities, resources and key milestones
- Provide the details necessary for non-subject matter experts to understand the business process
- Contribute to the requirements development process
- Facilitate the linkage of business processes to IT capabilities
- Capture Operations inputs and outputs



Key:	Activities	Gateways	Data Objects	Other
<b>Events</b> Start: End: Intermediate Timed Event: Flow continued on another page: Flow continued from another page:	<b>Activity at atomic level:</b> <b>Activity containing a sub process:</b> <b>Optional Activity Numbering:</b> Note: If numbering, number by 10s to leave room for additional activities between initial activities, just in case they are needed. <b>Activity involving:</b> → USER interacting with a system or software: → MANUAL activity (no system/software involved): → SERVICE or batch processing: → Any system developed specifically for Census' use: → Both a system developed specifically for Census' use and COTS products: → SENDING a message: → RECEIVING a message: → RECURRING steps: → Any commercial-off-the-shelf (COTS) products:	<b>Exclusive:</b> <b>Parallel:</b> <b>Event Based:</b>	<b>Input:</b> <b>Output:</b> <b>Data Store:</b>	<b>Sequence Flow:</b> <b>Association:</b> <b>Annotation:</b> [This file is created by the SME before this process kicks off.]

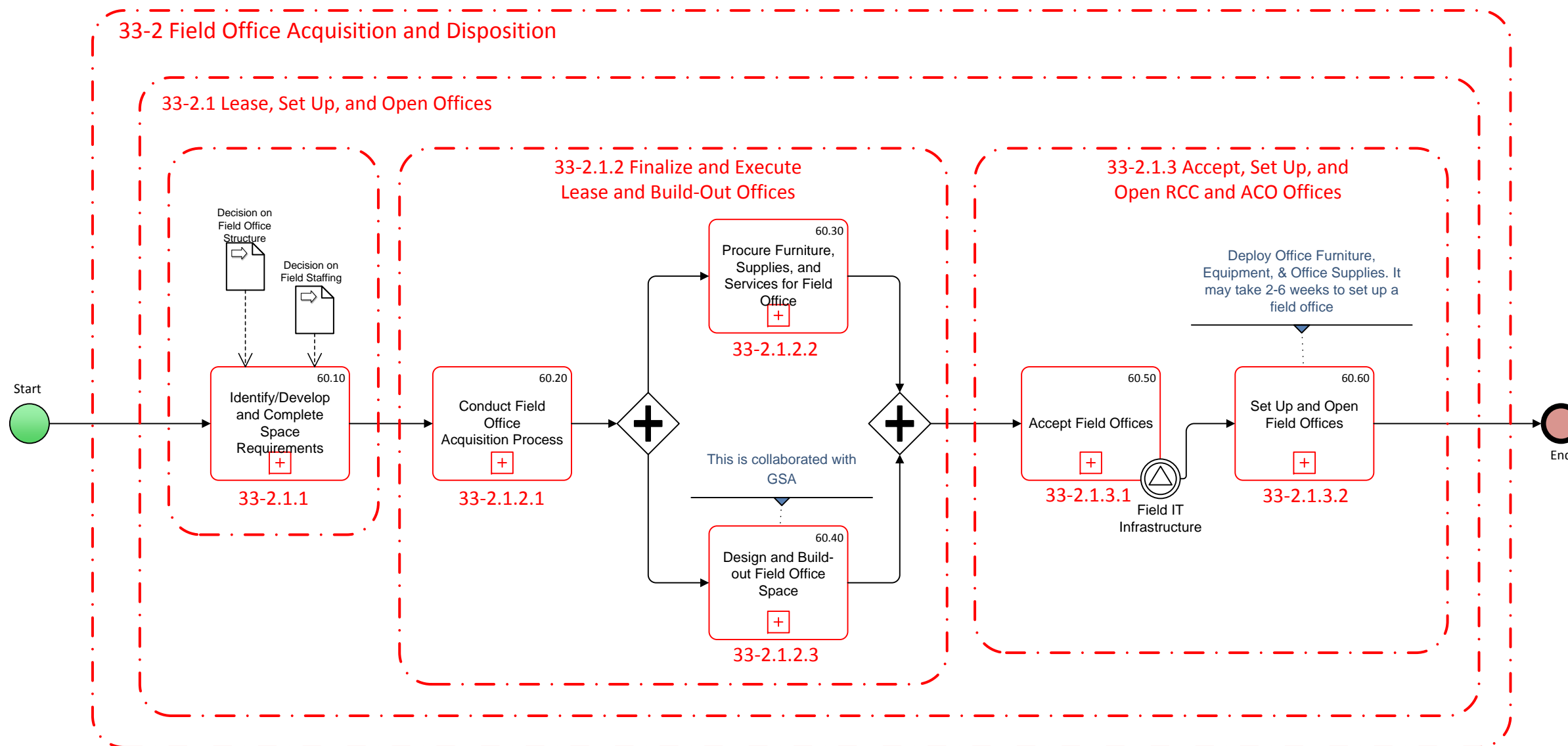
## 2020 Census 32. Field Infrastructure Operation (FLDI) and 33. Decennial Logistics Management Operation (DLM)

Purpose: To provide the administrative infrastructure for data collection covering the 50 states, the District of Columbia, and Puerto Rico. FLDI supports recruiting, hiring and onboarding, personnel and payroll administration, training, partnership support, management and supervision, clerical support, and printing and plotting. DLM coordinates space acquisition for and lease management of the RCCs and ACOs as well as logistics management services, which includes procuring warehouse space, warehousing, inventory management, kit assembly, deployment of materials, and receiving and excessing materials.



## 60 Lease, Set Up, and Open Offices

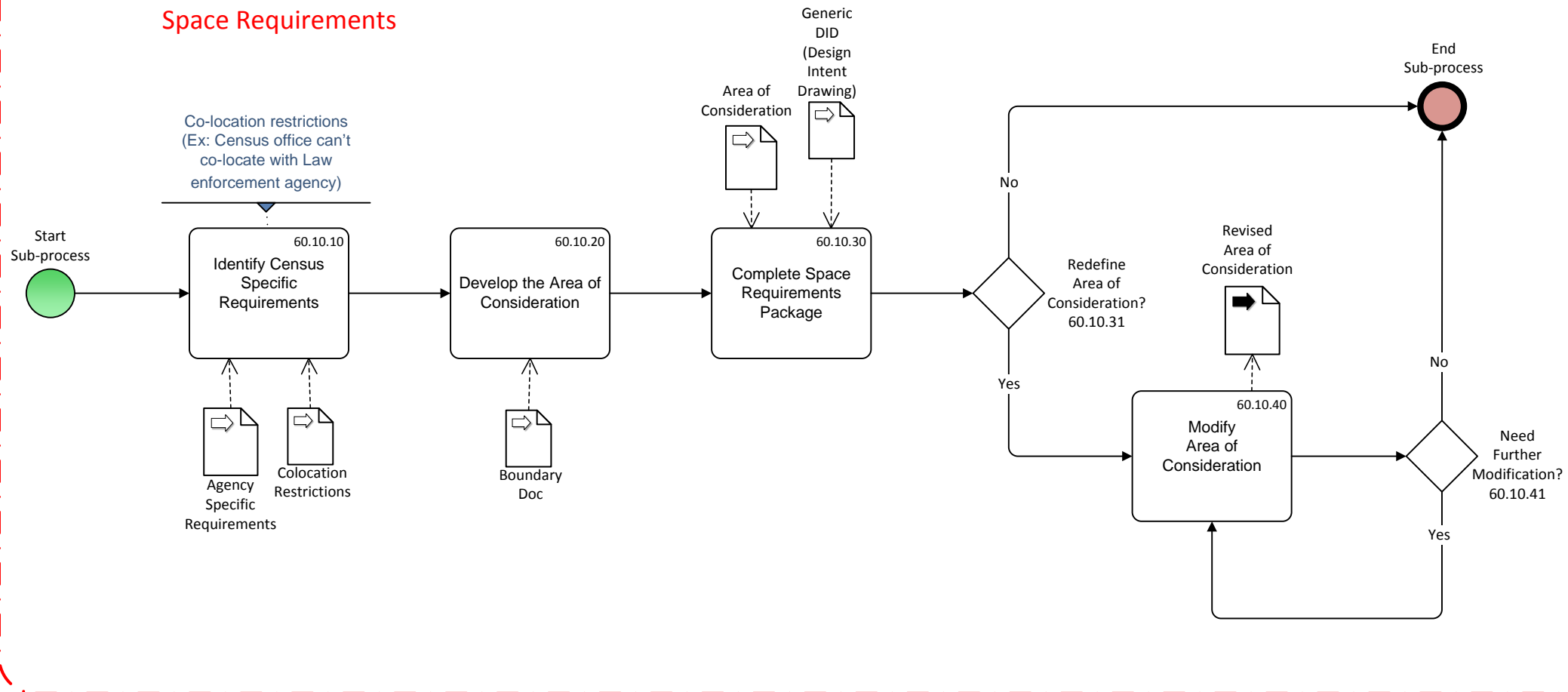
Purpose: To lease, set up and open offices so that they are ready to support field operations.



## 60.10 Identify/Develop and Complete Space Requirements

Purpose: To determine the space requirements for each RCC and ACO that will be opened to support Census Field activities.

### 33-2.1.1 Identify/Develop and Complete Space Requirements

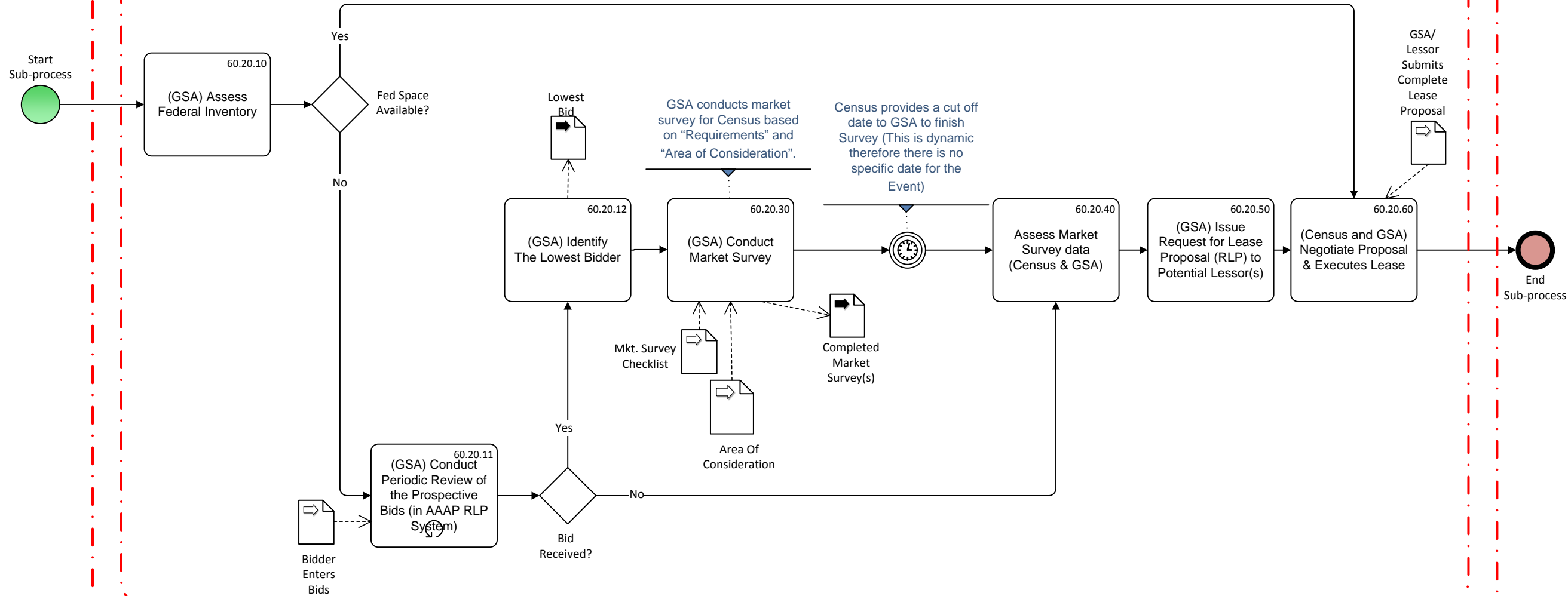


## 60.20 Conduct Field Office Acquisition Process

Purpose: To coordinate with GSA to find appropriate space and execute the leases for the RCCs and ACOs needed to support Census Field operation.

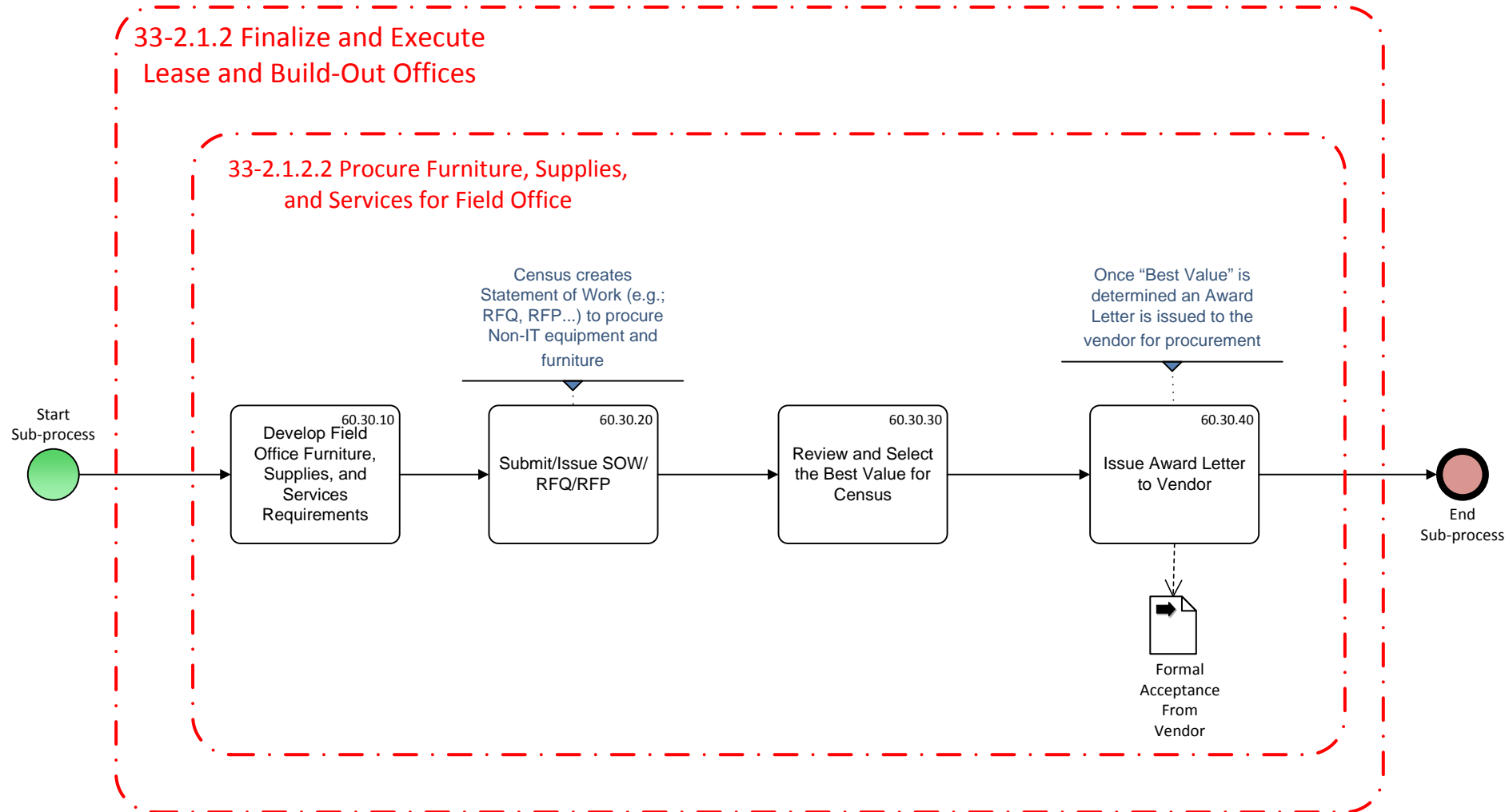
### 33-2.1.2 Finalize and Execute Lease and Build-Out Offices

#### 33-2.1.2.1 Conduct Field Office Acquisition Process



## 60.30 Procure Furniture, Supplies, and Services for Field Office

Purpose: The objective of this sub-process is to issue award letter to vendor for procurement of furniture, supplies, and services for the RCCs and ACOs opened to support Field activities.

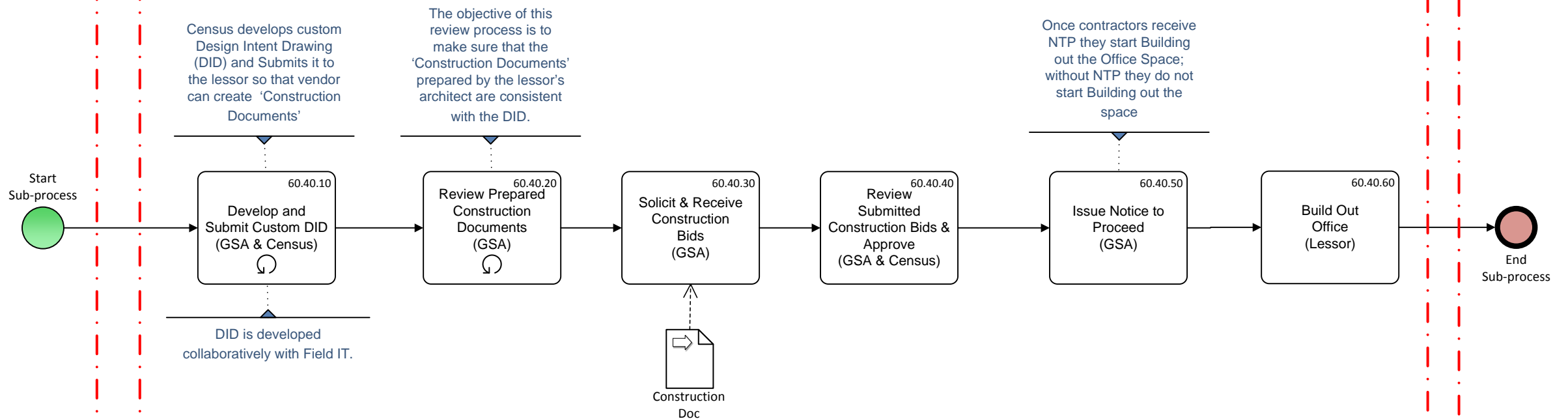


## 60.40 Design and Build-Out Field Office Space

Purpose: To design and build-out RCC and ACO office space according to Design Intent Drawings to carry out Field activities.

### 33-2.1.2 Finalize and Execute Lease and Build-Out Offices

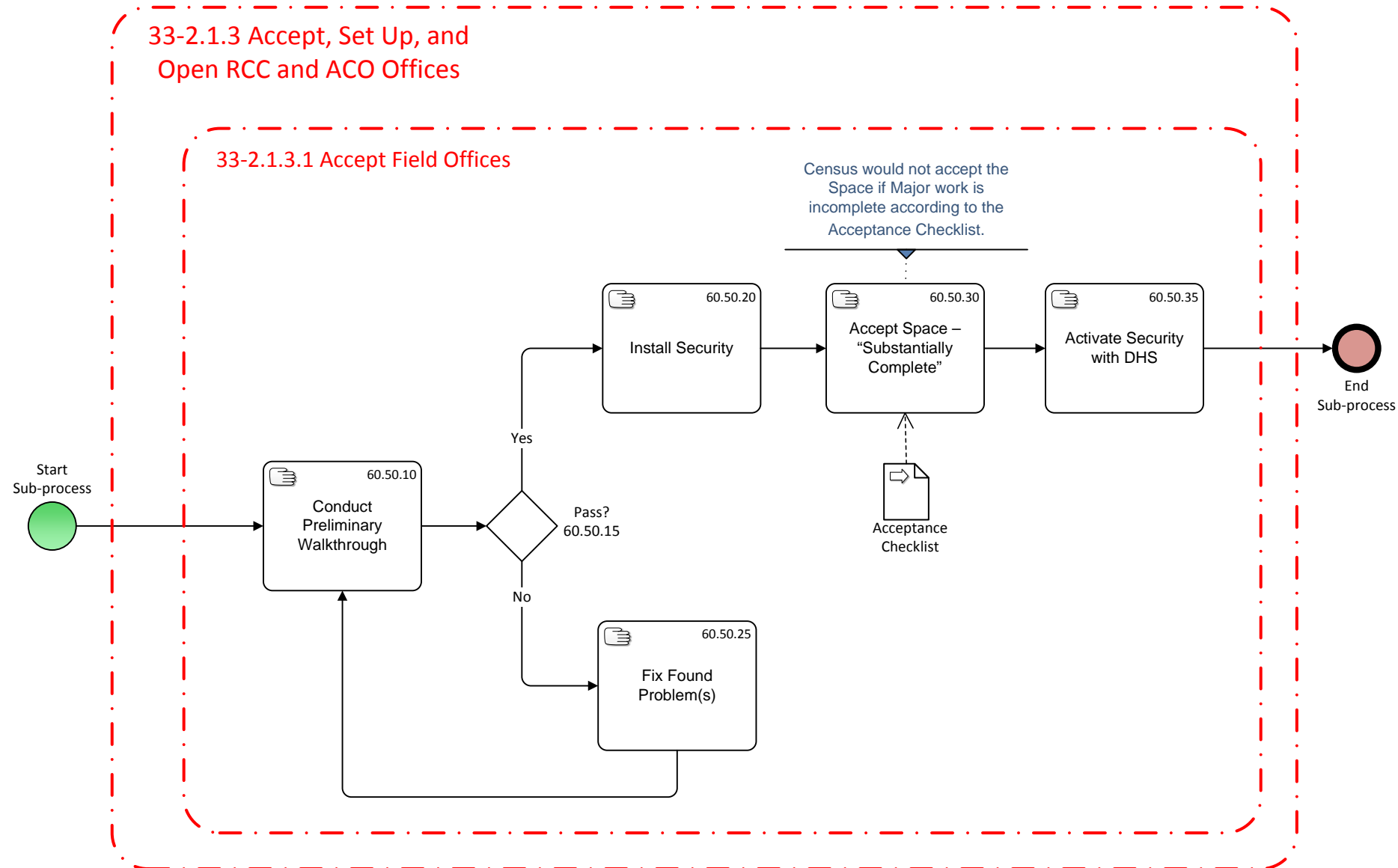
#### 33-2.1.2.3 Design and Build-Out Field Office Space





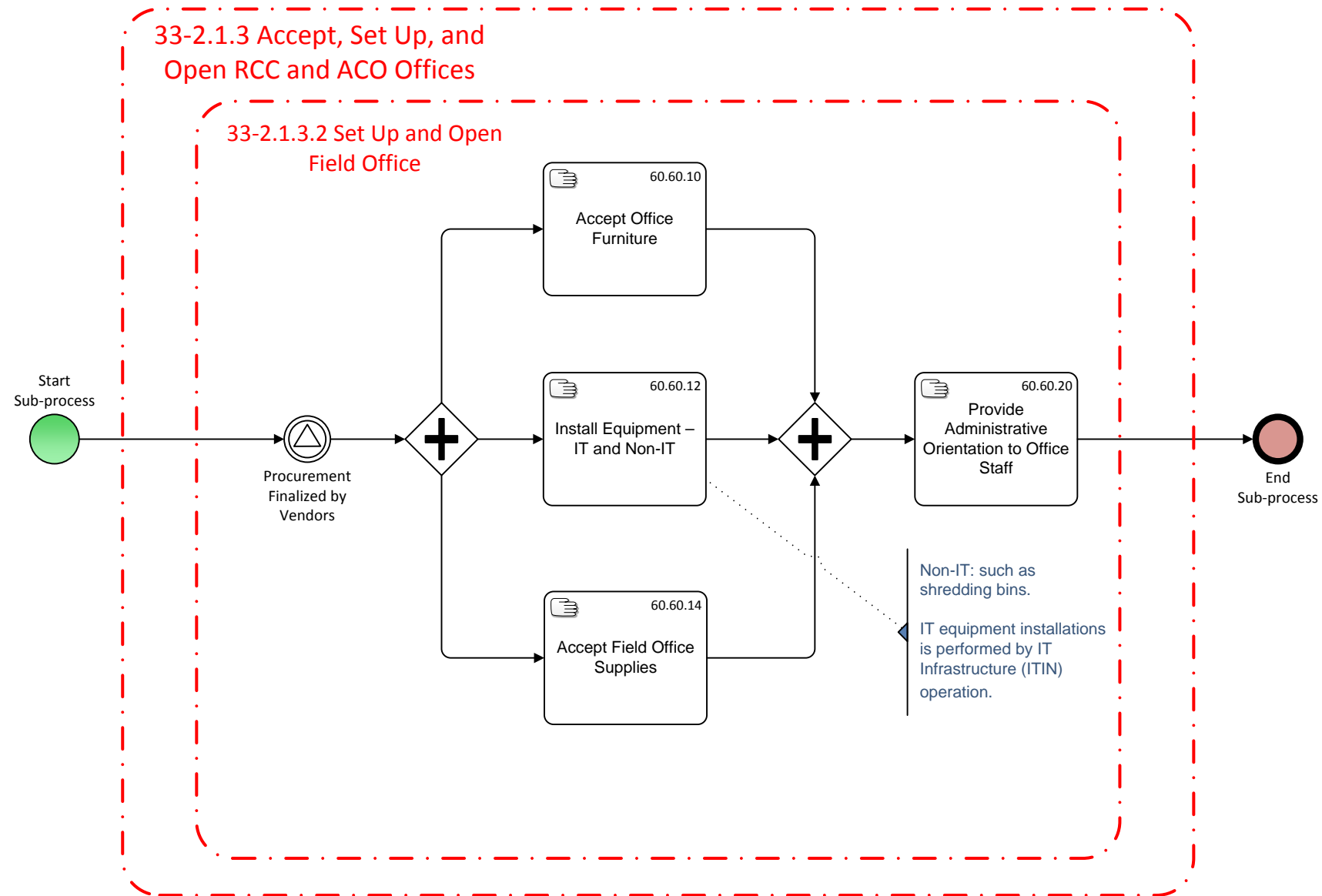
## 60.50 Accept Field Offices

Purpose: To accept the field office space for the RCCs and ACOs so they are ready for Census Field operations.



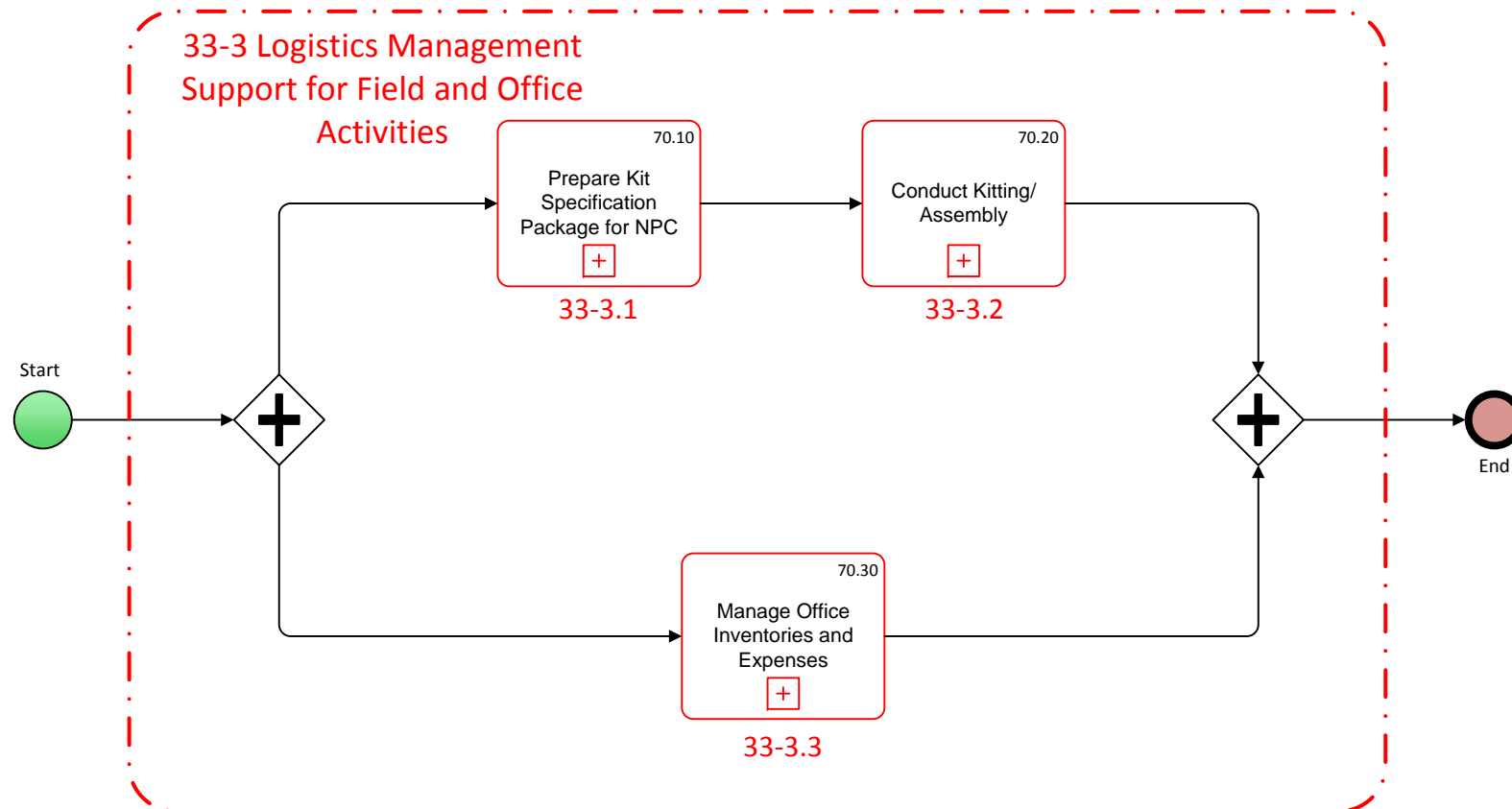
## 60.60 Set Up and Open Field Offices

Purpose: To equip and furnish the RCCs and ACOs so they are ready for field operations.



## 70. Provide Logistics Management Support for Field and Office Activities

Purpose: To provide kits to support the recruiting, training and hiring of field staff, and manage inventories of the RCCs and ACOs.



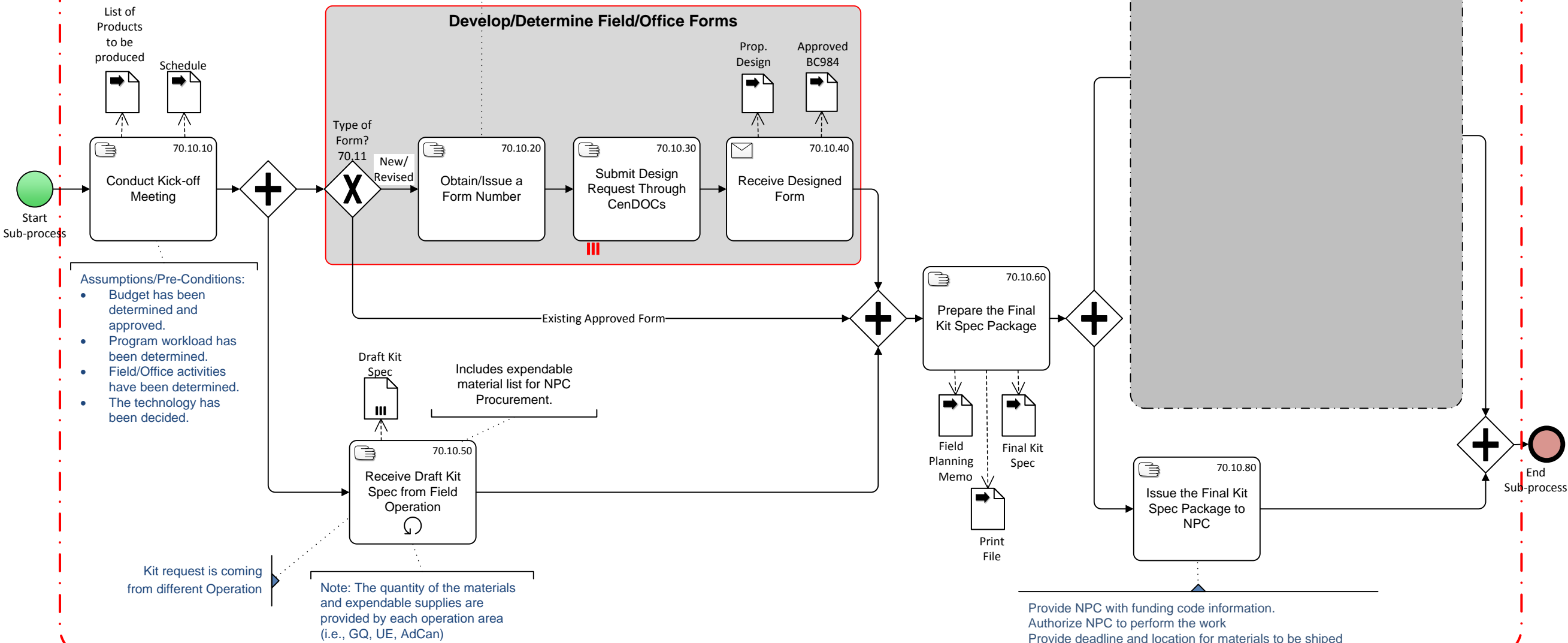
## 70.10 Prepare Kit Specification Package for NPC

Purpose: Receive the specifications for the contents of the recruiting, training and hiring staff in preparation for kit assembly. Also ensure printed materials and supplies are ready for on time kit assembly.

### 33-3.1 Prepare Kit Specification Package for NPC

1. For Decennial – (Obtain form #, as well as OMB#)
2. For Test – (Issue form # only)
3. For Public Use Form (Decennial or Test)- Requires OMB #

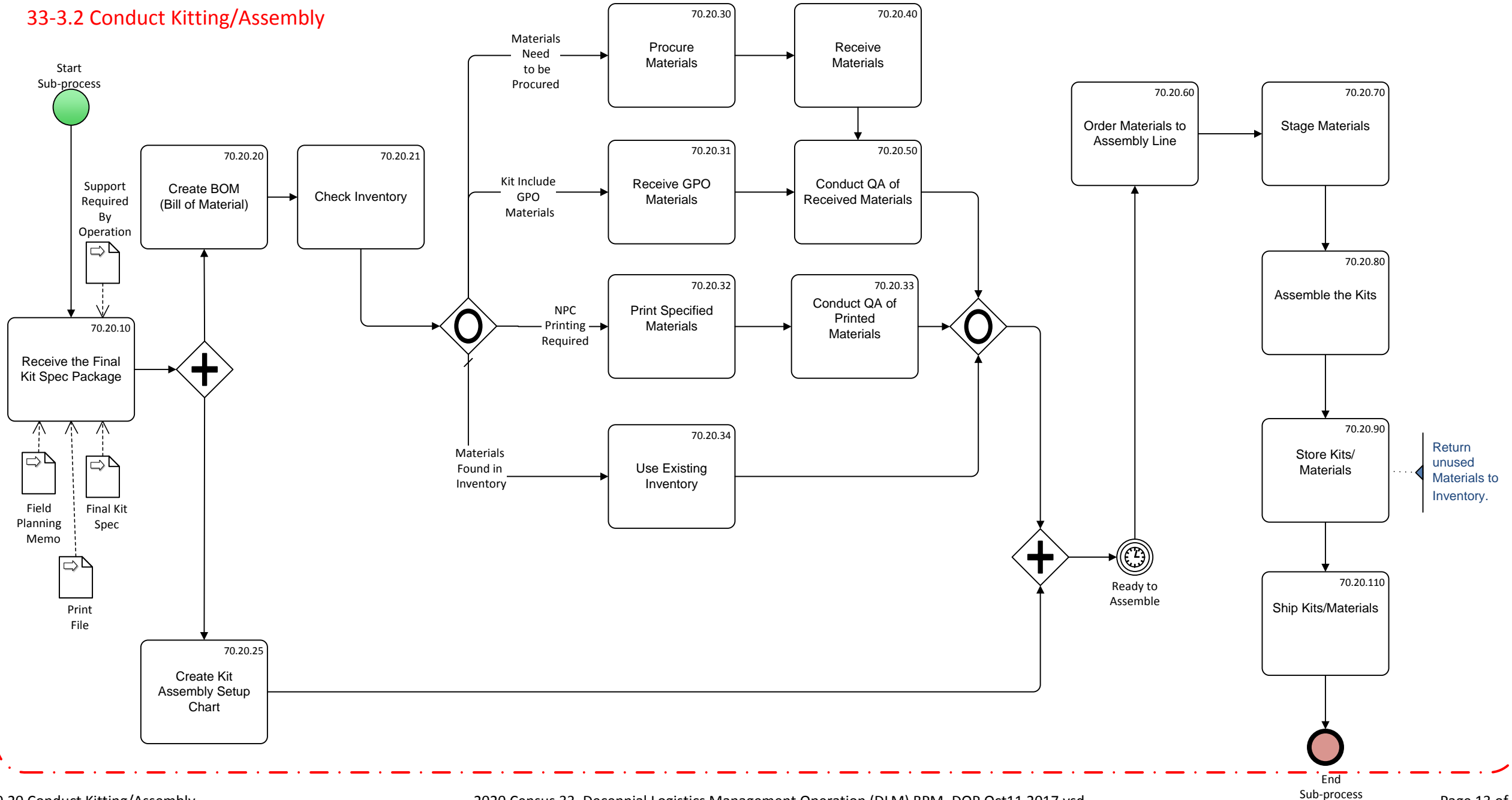
GPO sends printed materials to NPC only if those materials need to go into a kit; otherwise GPO sends printing materials to the respective office (RCC/ACO).



## 70.20 Conduct Kitting/Assembly

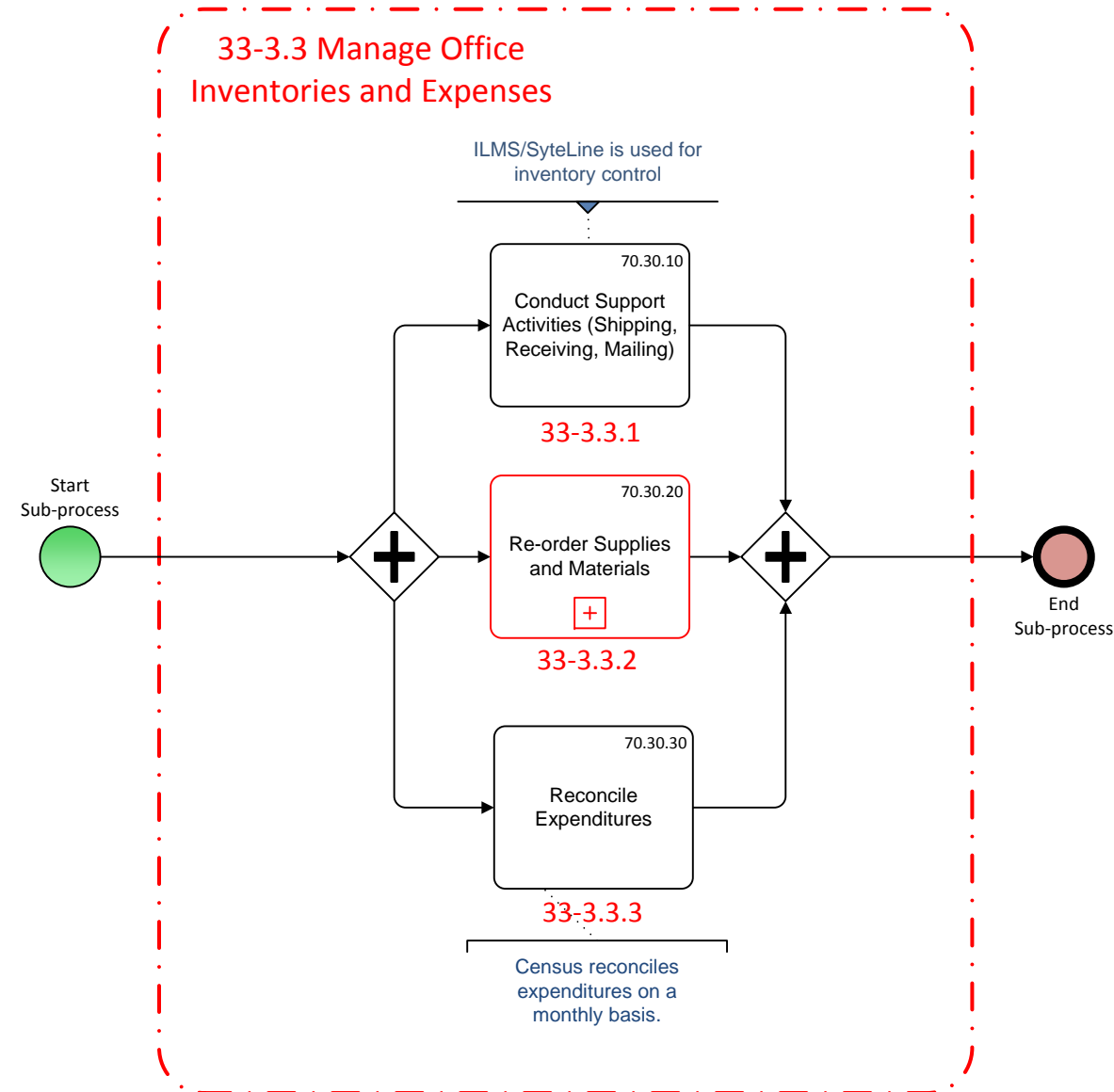
Purpose: To conduct kitting and assembly activities for recruiting, training, and hiring for field operations.

### 33-3.2 Conduct Kitting/Assembly



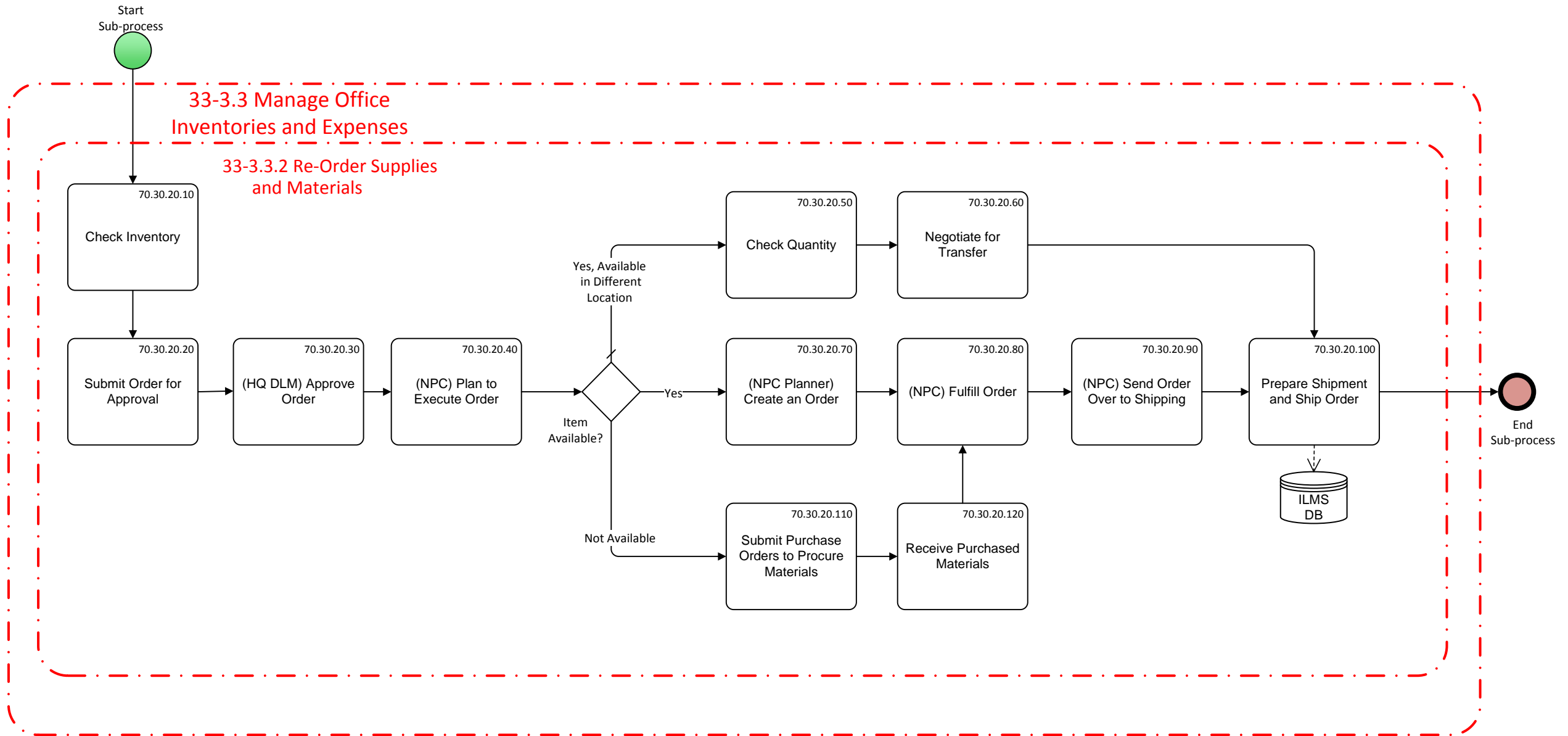
## 70.30 Manage Office Inventories and Expenses

Purpose: To provide offices with the means to manage inventory and supplies, and to reconcile expenditures.



## 70.30.20 Re-Order Supplies and Materials

Purpose: Field orders census materials and adequate inventory is maintained.



## 80. Close Offices

Purpose: To perform all activities associated with closing the offices, including disposition of all furniture, equipment, and supplies as well as administrative actions associated with ending the lease.

### 33-2.2 Close Offices

Minimum 90 days prior to  
vacancy

Depending on the lease  
contract, Census may be  
required to remove work  
conducted during office  
build out as well.

